

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK IV –
Agribusiness, Land and Minerals

SALARY GROUP: A11

DEPARTMENT: Agribusiness, Land and Minerals

Page 1 of 2

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Matt Demny DATE: 09/08/2014

POSITION #: 023130

I. JOB SUMMARY

Performs advanced clerical work. Work involves coordinating clerical activities; compiling and tabulating data; checking documents for accuracy; handling and transporting documents; and maintaining files. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Reviews and verifies accounting transactions; answers inquiries regarding policies and procedures; assists others in completing forms; and reviews forms for accuracy and completeness.
 - B. Performs data entry, retrieval, and data searches in an automated system; modifies forms and records for procurement and travel logs and offender strength report.
 - C. Prepares, reviews, and edits correspondence, forms, and other documents; and maintains files and logs.
 - D. Performs receptionist and telephone duties; processes and distributes mail; and organizes and distributes computer reports and documents to include procurement, car, and cell phone statements.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Three years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of one year.
- 3. Accounting clerical experience preferred.
- 4. Computer operations experience preferred.
- 5. Data entry experience preferred.

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B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of automated bookkeeping and accounting procedures preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to prepare and maintain accurate records, files, and reports.
8. Skill to make arithmetic computations.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to type 45 words per minute (with no more than 10 errors).

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.